

# **MPERAtiv Program Status Report**

**Status Date:** 1/01/2014

**Status:**

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**MPERA Program Manager:** June Dosier

**Provaliant Program Managers:** Kirstin Carlson, Bob Solheim

## **Description**

The MPERAtiv program is comprised of multiple projects, including business process modification, data cleansing, imaging, and a new Line of Business (LOB) information system. Provaliant Retirement, LLC, will provide ongoing project oversight and quality assurance throughout all phases of all MPERA projects included in the MPERAtiv program.

## **Executive Overview**

The MPERAtiv Project status remains green.

The PERIS project status is green. Phase 4A1 Pilot Testing was successfully completed in December and with the completion of this activity, Phase 4A1 is complete. Whoo Hoo! Phase 4A2 construction is in progress and conversion activities for Phase 4A2 are planned for February 2014. The Phase 4A3 Statement of Work (SOW) was accepted by MPERA and Sagitec is developing the Phase 4A3 schedule. There was no impact to the schedule as a result of the extension to the design dates for the Phase 4A2 800 and 900 series use cases. Design for phase 4A3 is expected to start the last week of January.

The Data Cleansing project status remains yellow. Additional resources were approved and have been allocated to data cleansing activities. The plan to bring the status of the project back to green has been reviewed and approved by the Steering Committee and implemented. The Steering Committee asked that we demonstrate that the plan is working and progress is being made prior to changing the status back to green.

## **Activities completed since last status report**

### **PERIS (Line of Business)**

- Completed Phase 4A1.
  - Completed Phase 4A1 construction and internal testing.
  - Completed Phase 4A1 Pilot Testing in December.
  - Completed Phase 4A1 conversion testing.
- Completed Phase 4A2 design.

### **Data Cleansing**

- Completed activities for Phase 4A1 Data Reconciliation and Data Cleansing Planning, Conversion Test Planning and Conversion Test milestones.
- Revised Data Analysis Results Reports (DARRs), project status and meeting minutes to more objectively measure progress.
- Completed addendums for previously accepted Data Mapping Matrix (DMM).
- Began Phase 4A2 data mapping activities.

## **Activities to be completed in next month**

### **PERIS (Line of Business)**

- Continue Phase 4A2 construction, conversion and internal testing activities.
- Phase 4A3 Joint Application Design (JAD) begins.

### **Data Cleansing**

- Continue data cleansing and data analysis activities.
- Continue Phase 4A2 data mapping activities.

## **Awareness Items**

Update on awareness items reported in November.

- 1) Timely acceptance of project deliverables. *Continue to monitor.*
- 2) The MPERAtiv Project Manager extended vacation from 11/12 – 12/6. A Project Manager back up plan was put in place, staff trained and the plan exercised. *The plan worked great!*
- 3) Project staffing update
  - Interviews for the new IT position are scheduled for the first week of January 6<sup>th</sup>.
  - The 2 temporary data cleansing positions have been posted externally.
  - The 2 90 day employee positions have been filled.
  - The temporary accounting position has not yet been posted.

## Scope/Schedule/Cost Updates

- Cost: All requirements within cost.
- Scope: All requirements within scope.
- Schedule:
  - PERIS: On schedule.
  - Data Cleansing: Behind with data cleansing activities.
- Resources: Continue to monitor staff resources.
- Quality: Quality continues to be good.

## Issues/Risks

**PERIS Risk #4:** Success of the PERIS project relies heavily on complete and accurate conversion of legacy data. If, at the time of go-live, cleansing and/or conversion errors are discovered, acceptance of the new system will be compromised.

Mitigation: Mock conversions at each phase, followed by mock conversion prior to go-live must be tightly scrutinized by MPERA staff to ensure accuracy. Fallback to the existing MPERA system must be viable in the event data cleansing and conversion fail at the time of go-live. Plans to quickly address data cleansing and conversion issue must be in place and tested prior to go-live.

**Data Cleansing Issue #45:** The Core Team is allocated 80% to MPERAtiv. When the LOB project starts, 65% of their time will be allocated to the LOB project and only 15% to the Data Cleansing project. If the Data Cleansing project overlaps the LOB project more than anticipated, the Core Team may not be available to contribute to the Data Cleansing project as planned.

04/01/2013 Update: Currently the Core Team time is allocated 20% to business needs. The Steering Committee has allocated more of the Core Team's time to data cleansing and less time to business during peak project times when the Data Services project has high staff resource demands.

05/01/2013 Update: Core Team time allocation helped us to complete our data mapping activities but did not assist with our data cleansing activities. We are working on a plan for our existing data cleansing tasks and discussing an approach for additional analysis and cleansing. We will then develop a plan to have the identified tasks resourced.

06/01/2013 Update: We have discussed and agreed upon an approach for completing additional analysis and data cleansing tasks.

- The team has identified all data cleansing tasks they are currently working to complete. These tasks will be merged with the known data cleansing tasks and then the team will set attainable timelines for accomplishing these tasks.
- During data mapping for the remaining use cases in Phase 4A1 and entity mapping in Phase 4A2, fields requiring further analysis will be identified by the team. This information will be provided to the Steering Committee.
- The Steering Committee will determine how to staff the additional analysis effort. The analysis will identify additional data cleansing tasks. When these are known, the information will be provided to the Steering Committee.
- The Steering Committee will determine how to staff the additional data cleansing effort.

07/01/2013 Update:

- The data cleansing tasks we are currently working to complete have been merged with the known data cleansing tasks. The team has identified the tasks they can accomplish within a reasonable timeframe. The remaining tasks have been submitted to the Steering Committee.
- The Steering Committee is tasked with determining how to staff the additional analysis effort, the known data cleansing tasks and any additional data cleansing tasks identified from the additional analysis and during Phase 4A2 entity mapping.

08/01/2013 Update:

- A work plan to complete the outstanding tasks has been prepared.
- The Member Services and Fiscal Services bureau chiefs are investigating all options to free staff resources or to bring on board additional staff to allocate to data analysis and cleansing tasks.

09/01/2013 Update:

- The August PERIS conversion test implemented automated fixes which significantly cut down the number of cleansing issues that need to be addressed. The resources and approach were identified for Active Database, the Retired Database and Member Services units and the work plan was fleshed out with these details.
- The MPERA Project Manager will track and manage this effort with the assistance of Judeykay Schofield.

10/01/2013 Update:

- Progress will need to be shown before changing the status of the project to green.
- The plan is in place but this issue will remain open until the results indicate the plan is working.

11/1/2013: Recommendation to board to bring on additional staff to assist MPERA.

12/14/2013: The board approved the staff recommendation to bring on additional staff to assist MPERA.

This risk will not be on next month's status report.